United Nations A/C.5/54/4

General Assembly

Distr.: General
25 August 1999

Original: English

Fifty-fourth session
Fifth Committee
Agenda item 165
Human resources management

Consultants and individual contractors

Report of the Secretary-General

Summary

The present report is submitted pursuant to General Assembly resolution 53/221 of 7 April 1999, by which the Secretary-General was requested to report on consultants hired by the United Nations during the preceding year, with an indication of their functions. The report covers the year 1998.

99-24561 (E) 210999

1. The General Assembly, by section VIII, paragraph 4, of its resolution 53/221 of 7 April 1999, requested the Secretary-General to submit an annual report to the General Assembly on consultants hired by the United Nations during the preceding year, with an indication of their functions.

2. The present report, which covers consultants and individual contractors hired by the United Nations in 1998, expands on the format of previous reports, in accordance with requests made by the General Assembly (resolution 51/226, sect. VI, para. 7) and by the Advisory Committee on Administrative and Budgetary Questions (A/51/533, para. 44 and A/53/691, sect. III, para. 15).

3. In its report on the use of consultants in the United Nations during the biennium 1996/97, the Advisory Committee noted a number of deficiencies in the report of the Secretary-General (A/53/548), notably, that it had not been presented in the format of previous reports (see A/51/533). The Board of Auditors and the Office of Internal Oversight Services[1] had also identified a number of weaknesses, including poor record-keeping. The Committee noted that, while Integrated Management Information System (IMIS) data was available for Headquarters, it was not possible to present information on the type and nature of contracts of consultants and individual contractors which was comparable on a worldwide basis: such data would not be available until IMIS was fully deployed in 2000 at all duty stations. That being the case, the Committee was not in a position to evaluate for 1996/97 the statistics contained in the report of the Secretary-General.

4. The installation of Release III of IMIS at all duty stations away from Headquarters is scheduled for completion by December 2000. This will assist the process of global compilation and management of consultant data in the future. The current Paradox database has been expanded to allow for the worldwide exchange of information on the use of consultants by occupation.

5. The Secretary-General's comprehensive guidelines for the use of consultants and individual contractors (see A/53/385, annex), which were endorsed by the General Assembly in resolution 53/221, have been promulgated in administrative instruction ST/AI/1999/7. The Secretary-General's report on the hiring and use of consultants in the Secretariat, submitted to the General Assembly at its fifty-fourth session, through the Board of Auditors (see A/54/164), outlined the status of implementation of the recommendations of the Board. The comments of the Board on the report of the Secretary-General are contained in document A/54/165. As recommended by the Board, a detailed performance evaluation form will be introduced Secretariat-wide in September 1999 (see annex II).

6. The present report records all engagements with a starting date in 1998; the duration of contracts and the fees paid to consultants and individual contractors are presented for the entire contractual period, even in those cases where the work involved extended beyond 1998. In the same manner, contracts which began before 1998 are not included, even if they continued into that year.

7. The statistical tables presented in annex I to the present report provide an overview of the use of consultants and individual contractors in 1998. Table 1 summarizes the number of persons engaged and the number of contracts, by type, during the year: it indicates the number of women engaged, as well as work performed by former staff; it shows the educational levels and evaluations of performance for consultants and individual contractors. A total of 2,775 persons were engaged as consultants in 1998. Of that number, over one quarter were women, 74 were retirees, 298 were non-retired former staff aged 60 or over and 64 were non-retired former staff under the age of 60. A total of 3,786 separate contracts were issued during the year. There were 922 persons engaged as individual contractors in 1998 (1,823 contracts). Of that total, one half were women, 35 were retirees, 47 were non-retired former staff members aged 60 or over and 60 were non-retired former staff under the age of 60. The number of persons engaged in 1998, either as consultants or individual contractors, was 3,624. A total of 73 persons were engaged in both capacities during 1998. Consultancies totalled 6,400 person-months (70 days per person on average) and individual contractors accounted for just under 2,800 person-months (91 days per contractor on average) during the year.

8. With regard to data on the level of educational qualifications of persons contracted, the database shows a relatively even distribution between persons with first, second and higher university degrees or their equivalent.

9. In 1998, fees for contracts with consultants totalled $25.1 million: fees for individual contractors totalled $6.5 million.

10. Table 2 of annex I summarizes the number of persons engaged, the number of contracts awarded, the total number of days worked and total fees, by nationality and contract type, for 1998. Consultants from 158 different countries were engaged in 1998, although five countries accounted for one third of all consultants engaged (Canada, Chile, France, United Kingdom of Great Britain and Northern Ireland and United States of America). For individual contractors, engagements were from 91 different countries: in that

category, six countries accounted for more than one half of all engagements (Chile, Ethiopia, France, Lebanon, United Kingdom and United States). In terms of fees for consultants, nationals of five countries accounted for 38 per cent of the total (Canada, Chile, France, United Kingdom and United States). For individual contractors, engagements from five countries accounted for 52 per cent of fees (Chile, Ethiopia, France, Lebanon and United States): the higher figure for Lebanon is anomalous, reflecting contracting associated with the move of the secretariat of the Economic and Social Commission for Western Asia (ESCWA) from Amman to Beirut.

11. Table 3 shows a breakdown of the purpose of engagement of consultants and individual contractors. The main purposes of engagement, worldwide, were programme implementation; preparation of meetings, administrative services, advisory services and special analytical studies.

12. Table 4 shows the engagement of consultants and individual contractors in terms of the occupational groups which are codified in the Common Classification of Occupational Groups at the job family level. The largest occupational group by far (31 per cent) is for economists, who are mainly brought on board as consultants. The other occupational groups which are strongly represented include administrative specialists, social scientists and writers/translators/interpreters.

13. Table 5 summarizes the duration of contracts for consultants and individual contractors which began in 1998. Thirty-eight per cent of contracts were for less than one month, another 37 per cent were of a duration of between one and three months, and 25 per cent lasted beyond three months. Table 6 summarizes the time actually worked for contracts which began in 1998. Just over half of all engagements were for less than one month, 35 per cent for between one and three months and 14 per cent extended beyond three months.

14. Table 7 of the annex sets out the use of consultants and individual contractors by department, by gender, level of education, duration of contract and evaluation of performance. The departments or offices which made the most use of consultants and individual contractors in 1998 were the Economic Commission for Latin America and the Caribbean (ECLAC), the United Nations Conference on Trade and Development (UNCTAD), the Economic and Social Commission for Asia and the Pacific (ESCAP), the Department of Economic and Social Affairs and the International Tribunal for the Prosecution of Persons Responsible for Serious Violations of International Humanitarian Law Committed in the Territory of the Former Yugoslavia since 1991. These five entities were more dominant with regard to consultants alone, where they accounted for two thirds of all persons engaged. There was a noticeable difference in terms of gender between the use of consultants and that of individual contractors. Among consultants, women represented 26 per cent of persons engaged, whereas among individual contractors, they represented almost 50 per cent. In terms of the educational level of consultants and individual contractors, engagements were divided relatively evenly among those with doctorates, master's degrees and bachelor's degrees. The majority of evaluations were either excellent or good, with less than 2 per cent reflecting only an acceptable or unsatisfactory performance.

15. Table 8 shows fees paid to consultants and individual contractors by source of funding in 1998. Data on expenditures are derived from IMIS for Headquarters departments and offices and from individual updates submitted by offices away from Headquarters to the Paradox database of the Office of Human Resources Management. In 1998, a total of $31.5 million was paid in fees to consultants and individual contractors from all sources of funds, with $25.1 million paid to consultants, (27 per cent from the regular budget and 73 per cent from extrabudgetary sources); and $6.5 million paid to individual contractors (distributed equally between sources of funding). Fees paid to consultants engaged by the Department of Economic and Social Affairs and UNCTAD, mainly under technical cooperation projects, accounted for just over 40 per cent of the total expenditure. The corresponding figure for the regional commissions, (the Economic Commission for Africa (ECA), the Economic Commission for Europe (ECE), ECLAC, the Economic and Social Commission for Asia and the Pacific (ESCAP) and ESCWA) was 22 per cent. ECLAC, the United Nations Office at Nairobi and the Department of Public Information accounted for nearly 45 per cent of the total fees paid to individual contractors in 1998.

16. Table 9 presents aggregate data for each duty station on institutional contractors engaged in 1998. Institutional or corporate contractors are institutions which provide goods or services to the United Nations on a contractual basis (see ST/AI/327). The total expenditure was 20.6 million in 1998.

Notes

[1] See *Official Records of the General Assembly, Fifty-first Session, Supplement No. 5* (A/51/5), vol. I, sect. II, paras. 155–189 and A/52/814.

List of abbreviations

DDA	Department for Disarmament Affairs
DESA	Department of Economic and Social Affairs
DGAACS	Department of General Assembly Affairs and Conference Services
DM	Department of Management
DPA	Department of Political Affairs
DPI	Department of Public Information
DPKO	Department of Peacekeeping Operations
DPKO/FALD	DPKO/Field Administration and Logistics Division
ECA	Economic Commission for Africa
ECE	Economic Commission for Europe
ECLAC	Economic Commission for Latin America and the Caribbean
ESCAP	Economic and Social Commission for Asia and the Pacific
ESCWA	Economic and Social Commission for Western Asia
ITFY	International Tribunal for the Prosecution of Persons Responsible for Serious Violations of International Humanitarian Law Committed in the Territory of the Former Yugoslavia since 1991
ICTR	International Criminal Tribunal for Rwanda
OCHA	Office for the Coordination of Humanitarian Affairs
OHCHR	Office of the United Nations High Commissioner for Human Rights
OIOS	Office of Internal Oversight Services
OLA	Office of Legal Affairs
OSG	Office of the Secretary-General
UNCTAD	United Nations Conference on Trade and Development
UNFIP	United Nations Fund for International Partnerships
UNOG	United Nations Office at Geneva
UNON	United Nations Office at Nairobi
UNOV	United Nations Office at Vienna
CCOG	Common Classification of Occupational Groups

Annex I

Use of consultants and individual contractors: statistical data for 1998

Tables

1. Summary data on contracts with consultants and individual contractors, 1998
2. Consultants and individual contractors by nationality, 1998
3. Purpose of engagement of consultants and individual contractors, 1998
4. Engagement of consultants and individual contractors by CCOG job family, 1998
5. Duration of contracts for consultants and individual contractors, 1998
6. Time actually worked for consultants and individual contractors, 1998
7. Consultants and individual contractors, by department, gender, level of education, duration of contract and evaluation of performance, 1998
8. Expenditure on consultants and individual contractors, by source of funding, 1998
9. Institutional contractors, 1998

Table 1. Summary Data on Contracts with Consultants and Individual Contractors, 1998

	NUMBER OF PERSONS	% OF TOTAL / SUBTOTAL	NUMBER OF CONTRACTS	% OF TOTAL / SUBTOTAL	DAYS WORKED	FEES ($000)
Contracts with Consultants	**2,775**	**75.1%**	**3,786**	**67.5%**	**192,186**	**25,070**
of whom						
Women	714	25.7%	1,155	30.5%	54,920	6,240
Former Staff						
Retirees	74	2.7%	121	3.2%		
Non-retired former staff age 60 or over	298	10.5%	353	9.3%		
Non-retired former staff under age 60	64	2.3%	95	2.5%		
Contracts with Individual Contractors	**922**	**24.9%**	**1,823**	**32.5%**	**83,554**	**6,452**
of whom						
Women	457	49.6%	927	50.9%	40,047	3,012
Former Staff						
Retirees	35	3.8%	93	5.1%		
Non-retired former staff age 60 or over	47	5.1%	89	4.9%		
Non-retired former staff under age 60	60	6.5%	98	5.4%		
Total Consultants and Individual Contractors	**3,697**	**100.0%**	**5,609**	**100.0%**	**275,740**	**31,522**
Level of Education						
Doctorate or equivalent	834	22.6%				
Master's degree or equivalent	970	26.2%				
Bachelor's degree or equivalent	1059	28.6%				
Less than Bachelor's degree	499	13.5%				
Not Available	*262*	*7.1%*				
Evaluation of performance						
Excellent			2,082	37.1%		
Good			2,851	50.8%		
Adequate			104	1.9%		
Not Adequate			90	1.6%		
Not Available			*511*	*9.1%*		

Table 2. Consultants and Individual Contractors by Nationality, 1998

COUNTRY	CONSULTANTS				INDIVIDUAL CONTRACTORS				TOTAL			
	NUMBER OF PERSONS	NUMBER OF CONTRACTS	TOTAL DAYS WORKED	TOTAL FEES ($000)	NUMBER OF PERSONS	NUMBER OF CONTRACTS	TOTAL DAYS WORKED	TOTAL FEES ($000)	NUMBER OF PERSONS	NUMBER OF CONTRACTS	TOTAL DAYS WORKED	TOTAL FEES ($000)
Albania	9	13	1,744	35	0	0	0	0	9	13	1,744	35
Algeria	8	9	528	134	0	0	0	0	8	9	528	134
Antigua and Barbuda	2	3	401	147	0	0	0	0	2	3	401	147
Argentina	62	85	2,946	466	23	47	1,188	107	85	132	4,134	573
Armenia	6	8	613	13	0	0	0	0	6	8	613	13
Australia	51	73	3,871	586	9	10	458	35	60	83	4,329	620
Austria	12	14	620	132	15	15	701	48	27	29	1,321	180
Azerbaijan	2	2	162	5	0	0	0	0	2	2	162	5
Bahrain	1	1	30	1	0	0	0	0	1	1	30	1
Bangladesh	27	37	1,912	201	2	2	43	2	29	39	1,955	203
Barbados	1	1	60	8	0	0	0	0	1	1	60	8
Belarus	1	1	21	1	1	3	252	6	2	4	273	7
Belgium	26	40	2,384	598	7	17	727	77	33	57	3,111	675
Benin	11	17	1,141	194	0	0	0	0	11	17	1,141	194
Bhutan	1	1	60	4	0	0	0	0	1	1	60	4
Bolivia	11	11	545	125	1	3	120	5	12	14	665	129
Bosnia and Herzegovina	36	215	2,506	220	4	8	110	9	40	223	2,616	229
Botswana	1	1	21	8	0	0	0	0	1	1	21	8
Brazil	50	56	3,219	422	12	19	1,032	89	62	75	4,251	511
Bulgaria	9	9	910	50	2	4	430	10	11	13	1,340	60
Burkina Faso	8	8	405	35	0	0	0	0	8	8	405	35
Burundi	4	5	177	32	0	0	0	0	4	5	177	32
Cambodia	4	4	145	9	0	0	0	0	4	4	145	9
Cameroon	14	15	869	99	2	11	223	58	16	26	1,092	158
Canada	93	132	7,518	1,172	14	19	733	66	107	151	8,251	1,238
Central African Republic	2	2	59	17	1	4	49	6	3	6	108	22
Chad	1	1	122	5	0	0	0	0	1	1	122	5
Chile	119	166	5,295	878	154	387	8,692	759	273	553	13,987	1,637
China	39	43	2,235	293	9	22	1,283	90	48	65	3,518	383
Colombia	35	41	2,266	295	4	7	171	39	39	48	2,437	334
Congo	3	3	294	34	1	1	62	4	4	4	356	38
Costa Rica	8	8	463	162	0	0	0	0	8	8	463	162
Cote d'Ivoire	4	4	399	57	2	5	308	15	6	9	707	72
Croatia	34	148	1,485	187	9	34	818	89	43	182	2,303	276
Cuba	3	3	86	17	0	0	0	0	3	3	86	17
Cyprus	0	0	0	0	1	1	363	22	1	1	363	22

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Czech Republic	5	7	584	72	0	0	0	0	5	7	584	72
Democratic People's Republic of Korea	3	3	194	9	0	0	0	0	3	3	194	9
Democratic Republic of the Congo	2	2	72	11	1	1	113	7	3	3	185	17
Denmark	14	14	707	99	4	5	153	21	18	19	860	120
Dominican Republic	3	4	209	33	0	0	0	0	3	4	209	33
Ecuador	11	13	813	144	1	1	30	4	12	14	843	148
Egypt	39	42	2,626	288	6	11	894	53	45	53	3,520	341
El Salvador	5	6	280	48	1	4	40	2	6	10	320	51
Eritrea	1	1	60	7	1	1	22	0.4	2	2	82	7
Estonia	2	2	36	6	0	0	0	0	2	2	36	6
Ethiopia	35	57	3,762	246	80	167	16,872	461	115	224	20,634	707
Fiji	4	5	177	18	0	0	0	0	4	5	177	18
Finland	9	10	600	62	0	0	0	0	9	10	600	62
France	127	179	9,086	1,385	41	65	3,593	414	168	244	12,679	1,799
Gabon	1	1	90	N/A	1	2	97	25	2	3	187	25
Gambia	4	5	431	30	1	2	10	1	5	7	441	31
Georgia	2	2	188	6	0	0	0	0	2	2	188	6
Germany	47	60	2,911	402	9	15	795	82	56	75	3,706	484
Ghana	12	13	1,247	126	3	3	185	7	15	16	1,432	133
Greece	6	7	796	84	0	0	0	0	6	7	796	84
Guatemala	9	12	384	67	0	0	0	0	9	12	384	67
Guinea	2	2	89	4	1	2	184	1	3	4	273	4
Guinea-Bissau	1	2	90	15	0	0	0	0	1	2	90	15
Guyana	2	3	93	30	1	1	19	2	3	4	112	32
Haiti	7	12	498	56	1	2	361	9	8	14	859	64
Honduras	3	6	135	20	0	0	0	0	3	6	135	20
Hungary	8	8	170	34	4	4	63	6	12	12	233	40
Iceland	0	0	0	0	1	2	239	70	1	2	239	70
India	73	84	5,279	768	4	9	653	33	77	93	5,932	801
Indonesia	17	18	1,033	79	0	0	0	0	17	18	1,033	79
Iran (Islamic Republic of)	17	22	1,684	133	1	1	90	11	18	23	1,774	144
Iraq	5	5	176	12	2	5	206	7	7	10	382	19
Ireland	21	26	1,614	316	4	7	463	36	25	33	2,077	352
Israel	9	17	365	92	0	0	0	0	9	17	365	92

Table 2. Consultants and Individual Contractors by Nationality, 1998

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	NUMBER OF PERSONS	NUMBER OF CONTRACTS	TOTAL DAYS WORKED	TOTAL FEES ($000)	NUMBER OF PERSONS	NUMBER OF CONTRACTS	TOTAL DAYS WORKED	TOTAL FEES ($000)	NUMBER OF PERSONS	NUMBER OF CONTRACTS	TOTAL DAYS WORKED	TOTAL FEES ($000)
Italy	42	48	2,749	354	5	5	258	45	47	53	3,007	399
Jamaica	12	13	996	153	3	6	161	25	15	19	1,157	178
Japan	24	25	2,195	210	0	0	0	0	24	25	2,195	210
Jordan	23	25	1,529	206	10	13	735	37	33	38	2,264	242
Kazakhstan	8	9	356	11	0	0	0	0	8	9	356	11
Kenya	41	57	3,601	521	23	33	1,602	163	64	90	5,203	684
Kuwait	1	1	30	1	0	0	0	0	1	1	30	1
Kyrgyzstan	4	4	233	4	0	0	0	0	4	4	233	4
Lao People's Democratic Republic	5	5	230	10	4	4	148	11	9	9	378	21
Latvia	2	3	84	11	0	0	0	0	2	3	84	11
Lebanon	25	30	2,370	177	75	215	8,739	366	100	245	11,109	543
Lesotho	1	1	266	1	0	0	0	0	1	1	266	1
Liberia	2	4	434	62	0	0	0	0	2	4	434	62
Lithuania	1	1	29	3	0	0	0	0	1	1	29	3
Madagascar	6	7	375	31	2	4	113	9	8	11	488	40
Malawi	2	2	121	21	0	0	0	0	2	2	121	21
Malaysia	21	23	962	85	0	0	0	0	21	23	962	85
Maldives	2	2	92	4	0	0	0	0	2	2	92	4
Mali	4	4	460	20	0	0	0	0	4	4	460	20
Malta	0	0	0	0	1	1	5	0.5	1	1	5	0.5
Mauritania	9	10	378	74	1	1	31	2	10	11	409	76
Mauritius	3	3	146	16	0	0	0	0	3	3	146	16
Mexico	22	22	949	149	1	2	108	5	23	24	1,057	154
Mongolia	4	4	155	8	0	0	0	0	4	4	155	8
Morocco	15	16	1,024	104	1	1	14	1	16	17	1,038	105
Mozambique	2	2	61	8	1	1	8	1	3	3	69	9
Myanmar	3	4	180	6	1	1	90	14	4	5	270	20
Namibia	1	1	266	N/A	1	1	29	2	2	2	295	2
Nepal	18	18	2,932	84	0	0	0	0	18	18	2,932	84
Netherlands	91	126	5,709	823	9	14	498	34	100	140	6,207	857
New Zealand	10	12	611	93	0	0	0	0	10	12	611	93
Nicaragua	2	2	39	9	0	0	0	0	2	2	39	9
Niger	1	1	34	5	2	4	58	7	3	5	92	12
Nigeria	6	9	460	48	6	8	633	45	12	17	1,093	93
Norway	8	10	333	60	4	4	143	14	12	14	476	74

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COUNTRY	CONSULTANTS				INDIVIDUAL CONTRACTORS				TOTAL			
	NUMBER OF PERSONS	NUMBER OF CONTRACTS	TOTAL DAYS WORKED	TOTAL FEES ($000)	NUMBER OF PERSONS	NUMBER OF CONTRACTS	TOTAL DAYS WORKED	TOTAL FEES ($000)	NUMBER OF PERSONS	NUMBER OF CONTRACTS	TOTAL DAYS WORKED	TOTAL FEES ($000)
Oman	1	1	30	1	0	0	0	0	1	1	30	1
Pakistan	21	22	1,523	130	3	5	754	30	24	27	2,277	160
Palau	4	4	217	16	0	0	0	0	4	4	217	16
Palestinian	0	0	0	0	12	29	1,102	34	12	29	1,102	34
Panama	2	2	36	9	0	0	0	0	2	2	36	9
Papua New Guinea	2	3	112	15	0	0	0	0	2	3	112	15
Paraguay	1	1	120	8	0	0	0	0	1	1	120	8
Peru	25	43	2,109	320	10	24	1,212	111	35	67	3,321	432
Philippines	44	58	4,018	258	6	12	884	79	50	70	4,902	337
Poland	8	9	269	69	2	2	48	5	10	11	317	74
Portugal	5	5	107	23	2	5	209	20	7	10	316	43
Qatar	1	1	35	1	0	0	0	0	1	1	35	1
Republic of Korea	18	20	1,197	81	0	0	0	0	18	20	1,197	81
Republic of Moldova	1	1	29	4	1	1	24	1	2	2	53	5
Romania	12	12	1,137	51	0	0	0	0	12	12	1,137	51
Russian Federation	31	38	1,882	166	18	34	1,618	161	49	72	3,500	327
Rwanda	3	4	261	36	13	17	1,199	59	16	21	1,460	95
Saint Vincent and the Grenadines	1	2	127	21	0	0	0	0	1	2	127	21
Samoa	1	1	30	6	0	0	0	0	1	1	30	6
Sao Tome and Principe	1	1	167	38	0	0	0	0	1	1	167	38
Saudi Arabia	3	3	290	16	0	0	0	0	3	3	290	16
Senegal	29	33	1,551	322	0	0	0	0	29	33	1,551	322
Sierra Leone	5	4	340	22	0	0	0	0	5	4	340	22
Singapore	8	9	658	43	0	0	0	0	8	9	658	43
Slovakia	3	3	123	8	0	0	0	0	3	3	123	8
Slovenia	2	3	79	7	1	1	5	1	3	4	84	7
Solomon Islands	1	1	50	5	0	0	0	0	1	1	50	5
Somalia	1	1	21	1	0	0	0	0	1	1	21	1
South Africa	17	20	517	98	4	4	174	37	21	24	691	134
Spain	20	26	817	105	12	14	781	77	32	40	1,598	183
Sri Lanka	25	34	1,873	229	0	0	0	0	25	34	1,873	229
Sudan	2	2	143	6	1	5	234	58	3	7	377	64
Suriname	0	0	0	0	1	2	361	7	1	2	361	7
Sweden	31	35	2,343	282	2	2	77	13	33	37	2,420	295
Switzerland	34	39	1,874	386	3	3	142	10	37	42	2,016	396

Table 2. Consultants and Individual Contractors by Nationality, 1998

COUNTRY	CONSULTANTS				INDIVIDUAL CONTRACTORS				TOTAL			
	NUMBER OF PERSONS	NUMBER OF CONTRACTS	TOTAL DAYS WORKED	TOTAL FEES ($000)	NUMBER OF PERSONS	NUMBER OF CONTRACTS	TOTAL DAYS WORKED	TOTAL FEES ($000)	NUMBER OF PERSONS	NUMBER OF CONTRACTS	TOTAL DAYS WORKED	TOTAL FEES ($000)
Syrian Arab Republic	7	9	491	36	2	5	127	23	9	14	618	59
Tajikistan	3	3	223	4	0	0	0	0	3	3	223	4
Thailand	36	44	2,104	164	26	44	1,750	100	62	88	3,854	265
The former Yugoslav Republic of Macedonia	4	4	189	22	0	0	0	0	4	4	189	22
Togo	2	4	162	10	2	2	6	1	4	6	168	11
Trinidad and Tobago	3	3	145	16	1	1	14	2	4	4	159	18
Tunisia	16	21	823	175	0	0	0	0	16	21	823	175
Turkey	9	9	955	89	2	2	197	5	11	11	1,152	95
Turkmenistan	3	3	132	4	0	0	0	0	3	3	132	4
Uganda	6	9	680	79	3	4	289	13	9	13	969	92
Ukraine	3	3	290	35	0	0	0	0	3	3	290	35
United Arab Emirates	1	1	65	1	0	0	0	0	1	1	65	1
United Kingdom of Great Britain and Northern Ireland	251	337	17,006	2,583	40	82	2,659	346	291	419	19,665	2,929
United Republic of Tanzania	12	17	1,152	107	10	13	142	2	22	30	1,294	109
United States of America	311	397	24,039	3,525	115	197	10,468	1,350	426	594	34,507	4,875
Uruguay	19	23	1,168	169	19	31	1,148	104	38	54	2,316	273
Uzbekistan	7	8	444	13	0	0	0	0	7	8	444	13
Venezuela	8	10	587	62	1	1	24	1	9	11	611	63
Viet Nam	17	18	1,278	63	1	1	30	88	18	19	1,308	150
Yemen	3	4	184	14	1	4	280	20	4	8	464	34
Yugoslavia	21	39	1,155	137	4	7	100	10	25	46	1,255	147
Zambia	9	11	860	46	1	1	5	1	10	12	865	47
Zimbabwe	8	9	442	42	1	2	12	2	9	11	454	43
(Nationality not specified)	*28*	*35*	*1,122*	*190*	*11*	*18*	*1,251*	*110*	*39*	*53*	*2,373*	*299*
TOTALS	**2,775**	**3,786**	**192,186**	**25,070**	**922**	**1,823**	**83,554**	**6,452**	**3,697**	**5,609**	**275,740**	**31,522**

The following 25 countries have provided have provided neither consultants nor individual contractors during 1998: Afghanistan, Andorra, Angola, Bahamas, Belize, Brunei Darussalam, Cape Verde, Comoros, Djibouti, Dominica, Equatorial Guinea, Grenada, Libyan Arab Jamahiriya, Liechtenstein, Luxembourg, Marshall Islands, Micronesia (Federated States of), Monaco, Saint Kitts and Nevis, Saint Lucia, San Marino, Seychelles, Swaziland, Tonga and Vanuatu.

Table 3 Purpose of engagement of Consultants and Individual Contractors, 1998

	PURPOSE OF ENGAGEMENT	CONSULTANTS		INDIVIDUAL CONTRACTORS		TOTAL	
		NUMBER OF CONTRACTS	PERCENT OF CONTRACTS	NUMBER OF CONTRACTS	PERCENT OF CONTRACTS	NUMBER OF CONTRACTS	PERCENT OF CONTRACTS
1	Programme Planning	18	0.5%	3	0.2%	21	0.4%
2	Programme Implementation	1,316	34.8%	149	8.2%	1,465	26.1%
3	Programme Evaluation	16	0.4%	1	0.1%	17	0.3%
4	Preparation of Meetings	490	12.9%	431	23.6%	921	16.4%
5	Drafting of Manuscripts	60	1.6%	8	0.4%	68	1.2%
6	Lectures Training Courses	120	3.2%	155	8.5%	275	4.9%
7	Special Analytical Studies	330	8.7%	96	5.3%	426	7.6%
8	Advisory Services	430	11.4%	13	0.7%	443	7.9%
9	Administrative Services (x)	457	12.1%	567	31.1%	1,024	18.3%
10	Building Services (x)	40	1.1%	118	6.5%	158	2.8%
11	Various Other Purposes (x)	509	13.4%	282	15.5%	791	14.1%
	TOTAL CONTRACTS	3,786	100.0%	1,823	100.0%	5,609	100.0%

Table 4.

Engagement of Consultants and Individual Contractors by CCOG job family, 1998

		CONSULTANTS		INDIVIDUAL CONTRACTORS		TOTAL	
	OCCUPATIONAL GROUP	NUMBER OF CONTRACTS	PERCENT OF CONTRACTS	NUMBER OF CONTRACTS	PERCENT OF CONTRACTS	NUMBER OF CONTRACTS	PERCENT OF CONTRACTS
1	PROFESSIONAL, MANAGERIAL AND TECHNICAL WORK	67	1.8%	2	0.1%	69	1.2%
1A	Administrative specialists	556	14.7%	85	4.7%	641	11.4%
1B	Architects, engineers	24	0.6%	10	0.5%	34	0.6%
1C	Archivists, curators, information specialists and librarians	13	0.3%	16	0.9%	29	0.5%
1D	Artists	7	0.2%	2	0.1%	9	0.2%
1E	Economists	957	25.3%	77	4.2%	1,034	18.4%
1F	Education specialists	9	0.2%	140	7.7%	149	2.7%
1G	Jurists	66	1.7%	14	0.8%	80	1.4%
1H	Life scientists	25	0.7%	3	0.2%	28	0.5%
1I	Dental, nutrition, medical, nursing and veterinary specialists	49	1.3%	88	4.8%	137	2.4%
1J	Physical scientists	46	1.2%	7	0.4%	53	0.9%
1L	Social scientists	348	9.2%	28	1.5%	376	6.7%
1M	Statisticians and mathematicians	81	2.1%	1	0.1%	82	1.5%
1N	Transportation specialists	71	1.9%	4	0.2%	75	1.3%
1O	Writers, translators, interpreters	583	15.4%	444	24.4%	1,027	18.3%
1P	Professional, managerial & technical specialists for which no job family exists	51	1.3%	18	1.0%	69	1.2%
1R	Environmental specialists	114	3.0%	13	0.7%	127	2.3%
1S	Relief specialists	0	0.0%	1	0.1%	1	0.0%
1T	Electronic communications specialists	18	0.5%	5	0.3%	23	0.4%
1U	Cultural development specialists	1	0.0%	0	0.0%	1	0.0%
	SUBTOTAL PROFESSIONAL WORK	**3,086**	**81.5%**	**958**	**52.6%**	**4,044**	**72.1%**
2	SUPPORT WORK RELATED TO PROFESSIONAL, MANAGERIAL	35	0.9%	9	0.5%	44	0.8%
2A	Administration related	88	2.3%	432	23.7%	520	9.3%
2B	Architecture and engineering related	0	0.0%	13	0.7%	13	0.2%
2C	Archiving, curating, information and library related	8	0.2%	13	0.7%	21	0.4%
2D	Arts related	13	0.3%	27	1.5%	40	0.7%
2E	Economics related	237	6.3%	13	0.7%	250	4.5%
2F	Education related	1	0.0%	2	0.1%	3	0.1%
2G	Law related	2	0.1%	0	0.0%	2	0.0%
2H	Life science related	19	0.5%	0	0.0%	19	0.3%
2I	Dentistry, nutrition, medicine, nursing and veterinary science	6	0.2%	13	0.7%	19	0.3%
2J	Physical science related	0	0.0%	1	0.1%	1	0.0%
2K	Sales and marketing related	0	0.0%	1	0.1%	1	0.0%

Table 4. Engagement of Consultants and Individual Contractors by CCOG job family, 1998

		CONSULTANTS		INDIVIDUAL CONTRACTORS		TOTAL	
	OCCUPATIONAL GROUP	NUMBER OF CONTRACTS	PERCENT OF CONTRACTS	NUMBER OF CONTRACTS	PERCENT OF CONTRACTS	NUMBER OF CONTRACTS	PERCENT OF CONTRACTS
2L	Social sciences related	16	0.4%	18	1.0%	34	0.6%
2M	Statistics and mathematics related	8	0.2%	39	2.1%	47	0.8%
2N	Transportation related	0	0.0%	2	0.1%	2	0.0%
2O	Writing, translation and interpretation related	16	0.4%	40	2.2%	56	1.0%
2P	Support work for which no job family exists	10	0.3%	20	1.1%	30	0.5%
2R	Environmental science related	3	0.1%	0	0.0%	3	0.1%
2T	Electronic communications related	0	0.0%	24	1.3%	24	0.4%
	SUBTOTAL SUPPORT WORK	**462**	**12.2%**	**667**	**36.6%**	**1,129**	**20.1%**
3B	Structural and physical plant construction and maintenance	1	0.0%	11	0.6%	12	0.2%
3C	Transport	5	0.1%	17	0.9%	22	0.4%
3D	Finishing	1	0.0%	11	0.6%	12	0.2%
3E	General building maintenance	3	0.1%	65	3.6%	68	1.2%
3F	Heating, refrigeration and air conditioning operation and repair	2	0.1%	0	0.0%	2	0.0%
3G	Machine maintenance and repair	0	0.0%	3	0.2%	3	0.1%
3H	Storing and warehousing	3	0.1%	4	0.2%	7	0.1%
3I	Printing	1	0.0%	25	1.4%	26	0.5%
3J	Security and safety operations	28	0.7%	8	0.4%	36	0.6%
3P	Production, service and transport work for which no job family exists	2	0.1%	33	1.8%	35	0.6%
	SUBTOTAL SERVICE WORK	**46**	**1.2%**	**177**	**9.7%**	**223**	**4.0%**
	Not specified	*192*	*5.1%*	*21*	*1.2%*	*213*	*3.8%*
	TOTAL CONTRACTS	**3,786**	100.0%	**1,823**	100.0%	**5,609**	100.0%

Table 5. **Duration of contracts for Consultants and Individual Contractors, 1998**

MONTHS	CONSULTANTS		INDIVIDUAL CONTRACTORS		TOTAL	
	NUMBER OF CONTRACTS	PERCENT OF CONTRACTS	NUMBER OF CONTRACTS	PERCENT OF CONTRACTS	NUMBER OF CONTRACTS	PERCENT OF CONTRACTS
1) Under 1 month	1,418	37.5%	711	39.0%	2,129	38.0%
2) 1 to 3 months	1,378	36.4%	715	39.2%	2,093	37.3%
3) 3 to 6 months	630	16.6%	275	15.1%	905	16.1%
4) 6 to 12 months	334	8.8%	113	6.2%	447	8.0%
5) 12 to 24 months	26	0.7%	9	0.5%	35	0.6%
TOTAL CONTRACTS	3,786	100.0%	1,823	100.0%	5,609	100.0%

Table 6. **Time actually worked for Consultants and Individual Contractors, 1998**

MONTHS	CONSULTANTS		INDIVIDUAL CONTRACTORS		TOTAL	
	NUMBER OF CONTRACTS	PERCENT OF CONTRACTS	NUMBER OF CONTRACTS	PERCENT OF CONTRACTS	NUMBER OF CONTRACTS	PERCENT OF CONTRACTS
1) Under 1 month	1,868	49.3%	1,011	55.5%	2,879	51.3%
2) 1 to 3 months	1,332	35.2%	615	33.7%	1,947	34.7%
3) 3 to 6 months	455	12.0%	140	7.7%	595	10.6%
4) 6 to 12 months	122	3.2%	56	3.1%	178	3.2%
5) 12 to 24 months	9	0.2%	1	0.1%	10	0.2%
TOTAL CONTRACTS	3,786	100.0%	1,823	100.0%	5,609	100.0%

Table 7. Consultants and Individual Contractors, by department, gender, level of education, duration of contract and evaluation of performance, 1998

	CONSULTANTS		INDIVIDUAL CONTRACTORS		TOTAL		DURATION	EDUCATIONAL LEVEL					EVALUATION				
DEPARTMENT or OFFICE	NUMBER OF PERSONS	PERCENT FEMALE	NUMBER OF PERSONS	PERCENT FEMALE	NUMBER OF PERSONS	PERCENT FEMALE	DAYS	PHD	MA	BA	OTHER	N/A	EXCELLENT	GOOD	ACCEPTABLE	UNSATISFACTORY	N/A
dda	12	41.7%	1	0.0%	13	38.5%	1,137	3	0	1	0	9	10	1	0	0	2
desa	416	21.4%	7	71.4%	423	22.2%	24,911	128	176	62	6	50	222	279	6	4	13
dgaacs	11	45.5%	3	33.3%	14	42.9%	1,175	2	1	5	1	5	7	3	0	1	4
dm	68	41.2%	33	57.6%	101	46.5%	16,708	29	37	22	9	4	68	2	0	55	36
dpa	34	17.6%	2	100.0%	36	22.2%	3,980	5	16	13	0	0	30	7	0	0	0
dpi	47	42.6%	103	56.3%	150	52.0%	11,776	4	41	73	12	0	188	6	1	20	13
dpko	5	40.0%	3	66.7%	8	50.0%	886	0	2	4	1	0	7	4	0	0	0
dpkofald	17	17.6%	10	10.0%	27	14.8%	2,331	2	6	7	6	6	20	1	0	2	6
eca	88	33.0%	93	26.9%	181	29.8%	27,249	28	41	29	63	18	45	266	9	0	3
ece	76	27.6%	3	100.0%	79	30.4%	3,312	18	52	4	2	3	40	48	1	1	2
eclac	310	22.3%	229	52.8%	539	35.3%	27,669	77	101	241	102	0	330	574	14	1	36
escap	374	18.4%	50	42.0%	424	21.2%	25,905	167	116	110	24	0	155	300	28	0	23
escwa	82	36.6%	108	42.6%	190	40.0%	17,563	43	25	53	61	3	100	254	11	0	4
ictfy	299	46.5%	39	53.8%	338	47.3%	19,823	41	52	121	120	1	334	475	9	3	22
ictr	4	0.0%	40	20.0%	44	18.2%	2,123	0	0	12	21	11	17	25	0	0	9
ocha	10	10.0%	11	45.5%	21	28.6%	996	0	1	2	1	16	25	1	0	1	2
odccp	33	6.1%	13	46.2%	46	17.4%	1,233	13	18	8	6	0	24	23	1	0	3
ohchr	100	22.0%	1	100.0%	101	22.8%	4,607	1	16	17	0	67	51	24	0	0	43
oios	2	0.0%	1	0.0%	3	0.0%	81	2	0	0	1	0	4	0	0	0	0
ola	9	55.6%	8	87.5%	17	70.6%	1,345	3	6	6	1	0	18	0	0	0	0
osg	7	42.9%	2	100.0%	9	55.6%	712	3	3	3	0	0	10	0	0	0	0
unchs	7	57.1%	1	100.0%	8	62.5%	553	1	4	2	0	1	2	7	0	0	1
unctad	467	20.6%	0	N/A	467	20.6%	46,183	114	130	150	5	68	156	159	12	2	267
unep	27	22.2%	7	85.7%	34	35.3%	1,848	17	13	4	0	0	6	30	0	0	0
unfip	1	0.0%	0	N/A	1	0.0%	151	0	1	0	0	0	1	0	0	0	0
unog	84	22.6%	63	65.1%	147	40.8%	12,495	48	42	34	19	0	124	72	0	0	0
unon	179	25.1%	68	41.2%	247	29.6%	16,604	73	79	72	19	0	56	257	8	0	9
unov	34	5.9%	35	85.7%	69	46.4%	2,384	21	10	13	25	0	34	33	4	0	6
TOTAL	2,803	25.7%	934	49.3%	3,737	31.6%	275,740	843	989	1,068	505	262	2,084	2,851	104	90	504

Note 1: PHD = Doctorate or equiv ; MA = Master's degree or equiv ; BA = Bachelor's degree or equiv ; OTHER = Less than Bachelor's degree; N/A = Not Available

Note 2: The totals for the person counts may exceed the baseline, since some persons may have been engaged by multiple departments.

Table 8. **Expenditure on Consultants and Individual Contractors by source of funding, 1998**

	CONSULTANTS			INDIVIDUAL CONTRACTORS			TOTAL		
DEPART MENT or OFFICE	ASSESSED CONTRIBUTIONS ($000)	EXTRA BUDGETARY ($000)	TOTAL ($000)	ASSESSED CONTRIBUTIONS ($000)	EXTRA BUDGETARY ($000)	TOTAL ($000)	ASSESSED CONTRIBUTIONS ($000)	EXTRA BUDGETARY ($000)	TOTAL ($000)
dda	46	38	84	25	0	25	71	38	108
desa	592	5,198	5,789	83	7	90	674	5,205	5,879
dgaacs	68	0	68	39	0	39	108	0	108
dm	783	144	928	187	402	589	970	546	1,516
dpa	110	776	886	1	0	1	110	776	887
dpi	204	66	270	537	311	848	742	377	1,119
dpko	0	132	132	0	37	37	0	169	169
dpkofald	147	158	304	0	140	140	147	298	445
eca	397	525	922	495	98	593	892	623	1,515
ece	68	285	354	9	4	13	77	289	366
eclac	428	1,986	2,414	696	467	1,163	1,124	2,453	3,577
escap	107	1,491	1,598	39	141	180	146	1,632	1,778
escwa	249	127	375	363	158	522	612	285	897
ictfy	2,169	0	2,169	190	0	190	2,359	0	2,359
ictr	0	29	29	0	187	187	0	216	216
ocha	71	49	120	46	56	102	117	105	222
odccp	31	146	177	23	44	67	54	190	244
ohchr	369	388	757	2	0	2	371	388	759
oios	27	0	27	5	0	5	32	0	32
ola	87	7	94	125	17	142	212	24	236
osg	57	83	140	2	1	4	59	85	143
unchs	0	94	94	0	9	9	0	103	103
unctad	539	4,097	4,635	0	0	0	539	4,097	4,635
unep	17	266	283	6	66	72	23	332	354
unfip	0	26	26	0	0	0	0	26	26
unog	27	345	371	247	262	509	273	606	880
unon	107	1,748	1,855	25	785	810	132	2,533	2,665
unov	66	100	167	38	77	115	104	178	281
TOTAL	6,766	18,303	25,070	3,181	3,271	6,452	9,947	21,574	31,522

Note 1: Fees only

Note 2: Data on expenditures are derived from IMIS departments and offices at United Nations headquarters in New York, and from individual updates submitted by Offices away from Headquarters to the Paradox database of OHRM.

Table 9 Institutional Contractors, 1998

DEPART MENT or OFFICE	NUMBER OF CONTRACTORS	NUMBER OF CONTRACTS	DURATION (MONTHS)	EXPENDITURE ($000)
eca	34	48	310	1,078
eclac	43	49	155	333
escap	54	54	230	411
escwa	2	3	14	10
ictfy	11	15	54	188
ictr	2	4	42	70
NY (HQ)	73	109	342	4,485
ohchr	1	1	3	54
unchs	29	32	198	1,735
unctad	22	26	60	398
unep	14	25	174	1,782
unog	104	154	N/A	8,563
unon	46	54	597	1,262
unov	5	5	8	193
TOTAL	440	579	2,186	20,560

Note 1: Institutional or corporate contractors are institutions or corporations that provide goods or services to the United Nations on a direct contractual basis (ST/AI no. 327 of 23 January 1985).

Note 2: NY (HQ) includes all Departments and Offices in New York.

Note 3: UNOG includes ECE.

Note 4: UNOV includes ODCCP.

ANNEX II

UNITED NATIONS NATIONS UNIES

PERFORMANCE EVALUATION for CONSULTANTS and INDIVIDUAL CONTRACTORS

☐ INTERIM EVALUATION (*Mandatory after 6 MONTHS of SERVICE*)

☐ FINAL EVALUATION (*Mandatory upon COMPLETION of ASSIGNMENT regardless of duration*)

Name of Consultant:	Index No:
Department:	Contract No:

ASSESSMENT OF QUALITY OF WORK

1. All goals outlined in the Terms of Reference have been met. If **NO**, please explain: ☐ YES ☐ NO ☐ PARTLY

   If **partly**, please specify:

2. All deadlines established in the Terms of Reference have been met. If **NO**, please explain: ☐ YES ☐ NO ☐ PARTLY

   If **partly**, please specify:

3 Please provide a detailed assessment of the following:

(a) QUALITY OF WORK:

(b) RESULTS ACHIEVED:

(c) SKILLS (STRENGTHS, WEAKNESSES as related to accomplishment of goals)

OVERALL PERFORMANCE RATING

☐ **Excellent** ☐ **Good** ☐ **Satisfactory** ☐ **Unsatisfactory** (No further contracts to be granted) ☐ **Payment Withheld**

Would you consider re-engaging the consultant/contractor

(a) In the same field? ☐ Yes ☐ No
(b) In another field? ☐ Yes ☐ No
If YES, what field?

FINAL REMARKS

Name/Title/Signature of Official in Charge of Project **Date :**

Name/Title/Signature of Head of Department **Date:**

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